



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-12-32

OPEN TO All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.

POSITION Consular Assistant

OPENING DATE Tuesday: November 27, 2012

CLOSING DATE Tuesday: December 11, 2012

WORK HOURS Full-time; 40 hour workweek

GRADE/SALARY FSN-7 11,985.00/USD

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SOUTH SUDAN

The U.S. Embassy in Juba, South Sudan is seeking qualified individual for the position of Consular Assistant at the consular officer.

BASIC FUNCTION OF POSITION

This is a non-supervisory position in the Consular Section of the U.S. Embassy in Juba. Under the general direction of the consular officer (or backup), the incumbent is responsible for the broad management of the American Citizen Services (ACS) and limited nonimmigrant visa (NIV) workloads. Assists consular officers in providing routine services to American citizens and limited NIV services. S/he pre-screens applications for U.S. passports and Consular reports of birth aboard; processes all visa applications, oversees the visa appointment and application processing system and ensures that the entire process is functioning smoothly. Responds to public inquiries about consular procedures and the status of particular cases. Tracks congressional inquiries on consular cases and prepares replies. Up-dates consular content on Embassy website. Develops and maintains contacts with the MFA, law enforcement, the UN, and other ACS and NIV customers to explain consular processing procedures and deal with complaints.

QUALIFICATIONS (REQUIRED)

Applicants must meet ALL of the following criteria to be considered for employment

1. Education:

High School Diploma.

2. Work Experience:

One year of prior work experience in administration, including work with visas and other consular services.

3. Language Proficiency (Applicants Will be tested as applicable):

English: Level IV (Fluent)

Arabic: Level III (Good Working Knowledge)

4. Skills and Abilities:

- Exercise of tact and good judgment in dealing with the public, often under difficult and sensitive circumstances.
- Ability to draft correspondence in precise and correct English.
- The employee operates within the framework of prescribed regulations and procedures and post guidance, but is given appreciable latitude, and considerable reliance is placed upon knowledge and good judgment.
- Good working knowledge of Microsoft Word and Outlook programs.

SELECTION CRITERIA

- Applicants must be eligible for employment under local labor law.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

TO APPLY

All applicants must submit the following:

1. DS-174, Application for Employment available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".
 - **ONLY Application Form DS-174 will be accepted.**
 - **DO NOT attach any additional documents.**
 - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:00 PM on the closing date.
 - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
 - E-mail: KhartoumHRApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
 - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance. Or by hand to the US Embassy, Juba addressed c/o Faustino Jadri.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.